

EMPLOYMENT OPPORTUNITY

The Family Division of Circuit Court for Baraga County is looking for a motivated individual to fill the position of Probation Officer/Caseworker. Those interested in applying must possess the following qualifications:

Education and Experience

- a. **Desired Standards**
Bachelor's Degree in social work, criminal justice, or behavioral sciences with two years of casework experience in Juvenile Court or a related child welfare agency and must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment.
- b. **Minimum Standards**
Bachelor's Degree in social sciences or a related human services field and must complete the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of employment.
- c. **Knowledge, Skills and Abilities.**
 1. Knowledge of the principles and methods concerned with personal and social problem solving.
 2. Knowledge of factors concerned in delinquency, neglect and abuse of children.
 3. Knowledge of family dynamics and the effects of social conditions on family functioning.
 4. Knowledge of the juvenile justice system and children's services programs.
 5. Knowledge of the principles, procedures and techniques of child welfare work.
 6. Ability to apply social casework methods to child welfare services.
 7. Ability to develop child welfare programs with community organizations.
 8. Ability to relate effectively to the public and individuals on their caseload.
 9. Ability to speak and write effectively.

Those interested in applying should contact Judge Timothy S. Brennan, Probate Judge, presiding in the Family Division of Circuit Court for further information. Baraga County is an Equal Opportunity Employer. You may contact the Court at Baraga County Probate Court, 16 N. Third St, L'Anse, Michigan or call 906-524-6390.

DUTIES

Under the general direction of the Probate Judge, the juvenile officer/caseworker serves as intake officer for juvenile matters. Trained in crisis situations, responds to after-hours calls regarding the intake of complaints, decisions regarding the removal of minors from their home, and general requests for advice from police and DHS on juvenile matters. Arranges for transportation, holdover, detention, or protective shelter for runaways and other children in need of emergency placement. Prepares pre-dispositional reports for the Court, supervises youth placed on probation, and organizes, coordinates, and supervises Community Service program. Prepares caseload reports, Basic Grant Application and Budget, as well as the County Child Care Fund Budget. The foregoing statements are intended to describe the general nature and level of work being performed by the person in this classification. This is not an exhaustive list of all duties performed.